

REQUEST FOR PERSONNEL ACTION

1. Actions Requested
Reassignment

3. For Additional Information Call (Name and Telephone Number)
Vanessa Felton, AO @ 404-562-9365 / Lynn Dumas @ 404-562-8149

2. Request Number
WM-10-117

4. Proposed Effective Date
09/26/2010

5. Action Requested By (Typed Name, Title, Signature, and Request Date)
Gail Mitchell, Deputy Director, WPD 9-14-10

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)
Jacqueline Wynn-Bryant, Human Resources Officer

1. Name (Last, First, Middle)
[Redacted]

2. Social Security Number
[Redacted]

3. Date of Birth
[Redacted]

4. Effective Date
[Redacted]

5-A. Code
[Redacted]

5-B. Nature of Action
Exempt

6-A. Code
[Redacted]

6-B. Nature of Action
[Redacted]

5-C. Code
[Redacted]

5-D. Legal Authority
[Redacted]

6-C. Code
[Redacted]

6-D. Legal Authority
[Redacted]

5-E. Code
[Redacted]

5-F. Legal Authority
[Redacted]

6-E. Code
[Redacted]

6-F. Legal Authority
[Redacted]

7. FROM: Position Title and Number
Life Scientist (Leader)

18. TO: Position Title and Number
Supervisory Life Scientist

8. Pay Plan & Org. Code
GS 0401

10. Grade or Level
14

11. Step or Rate
[Redacted]

12. Total Salary
[Redacted]

13A. Base Pay
[Redacted]

13B. Locality Adj.
[Redacted]

13C. Adj. Base Pay
[Redacted]

13D. Other Pay
[Redacted]

16. Pay Plan & Org. Code
GS 0401

18. Grade or Level
14

19. Step or Rate
[Redacted]

20. Total Salary
[Redacted]

21. Base Pay
[Redacted]

22. Locality Adj.
[Redacted]

23. Adj. Base Pay
[Redacted]

24. Other Pay
[Redacted]

14. Name and Location of Position's Organization
**US EPA Region 4
Water Protection Division
Wetlands, Coastal and Oceans Branch
Immediate Office - 90445103
Atlanta, GA**

22. Name and Location of Position's Organization
**US EPA Region 4
Water Protection Division
Wetlands, Coastal and Oceans Branch
Mining Section
Atlanta, GA**

23. Veterans Preference

1 - None

3 - 10-Point Disability

5 - 10-Point Other

27. FEGLI

1 - None

2 - 5-Point

4 - 10-Point Comprehensive

6 - 10-Point Comprehensive/20%

30. Retirement Plan

31. Service Comp. Date

24. Tenure

1 - None

2 - Conditional

3 - Permanent

4 - Indefinite

25. Agency Use

26. Veterans Preference for:

YES NO

27. Appointment Indicator

28. Work Schedule

F Full-time

29. Part-Time Hours Per Week

30. Pay Period

34. Position Occupied

1 - Competitive Service

2 - Excepted Service

3 - SES General

4 - SES Career Reserved

35. FLBA Category

5 - General

6 - Non-Competitive

7 - Non-Competitive

8 - Non-Competitive

9 - Non-Competitive

10 - Non-Competitive

11 - Non-Competitive

12 - Non-Competitive

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208 - Non-Competitive

209 - Non-Competitive

210 - Non-Competitive

211 - Non-Competitive

212 - Non-Competitive

213 - Non-Competitive

214 - Non-Competitive

215 - Non-Competitive

216 - Non-Competitive

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
(If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8608 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8608 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day -- midnight -- unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

SF 52 Checklist

SF 52 Request #: WM-10-117

Entry Grade(s)/Full Performance Level of Position: GS-14

Position Title/Series: Supv. Life Scientist, GS-0401-14

Functional Title (e.g., On-Scene Coordinator, PO, RPM, Accountant): _____

DIRECTIONS: This form must be completed by the hiring official or supervisor for all personnel actions involving a change in position description (exceeding 180 days) and must be submitted along with the SF 52 Request for Personnel Action.

Is this position one of the following that has been predesignated? Yes ☐ No ☒
If you answered "Yes," please skip all remaining questions, sign and date the form.

- | | |
|---|--|
| <input type="checkbox"/> On-Scene Coordinator (High Risk) | <input type="checkbox"/> Contract Specialist (Moderate Risk) |
| <input type="checkbox"/> Remedial Project Manager (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 12 and below (Low Risk) |
| <input type="checkbox"/> RCRA Corrective Action Officer (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 13 and above (Moderate Risk) |
| <input type="checkbox"/> Inspector (Moderate Risk) | <input type="checkbox"/> Attorney (Moderate Risk) |
| <input type="checkbox"/> Criminal Investigator (High Risk) | <input type="checkbox"/> Deputy Division Director (High Risk) |
| <input type="checkbox"/> Grants Project Officer (Moderate Risk) | <input type="checkbox"/> Supervisor of High Risk Employees (High Risk) |
| <input type="checkbox"/> Contract Project Officer (Moderate Risk) | |

Directions for Questions 1-13: Answer all "Yes/No" questions. For questions answered "Yes," check all items that apply. Where explanation is requested, attach additional pages if needed.

(1) Requires access to classified or sensitive information or materials: Yes ☒ No ☐

- | | |
|---|---|
| <input type="checkbox"/> Secret | <input type="checkbox"/> Other information that if compromised could cause harm |
| <input type="checkbox"/> Top Secret | <input type="checkbox"/> Audits |
| <input type="checkbox"/> Personally identifiable information | <input type="checkbox"/> Investigations |
| <input type="checkbox"/> Proprietary information | <input type="checkbox"/> EPA's financial resources/records |
| <input checked="" type="checkbox"/> Confidential business information | |

Hazardous or dangerous material (nuclear, biological, or chemical) Yes ☐ No ☒

What hazardous materials are involved? _____

(2) Makes final decisions or authoritative recommendations, including ones that may have a direct effect on health and safety: Yes ☐ No ☒

(3) Supervision level received:

- ☐ Close supervision
☒ General supervision
☐ Administrative only

Work is reviewed:

- ☒ While in progress
☐ Only after completion

Administrative controls are in place: Yes ☒ No ☐

What are they? review & training of work by Branch Chief & Division Director

(4) Obligates the Agency to take action or to spend funds. Yes ☐ No ☒

What actions? _____

What amount of funding? _____

What is the financial limit? _____

SF 52 Request#:

(5) Interacts with external contacts in performing duties, and/or represents the Agency to external organizations or citizens:

Yes ☒ No ☐

Communicates with:

☒ Individuals

☒ Government-wide audience

☒ Audience beyond government

Communication products involved are:

☒ Technical or policy reports

☐ Documents containing sensitive information

☒ Outreach or public relations material

☒ Material posted on the EPA intranet or website

(6) Makes policy: Yes ☐ No ☒

(7) Protects critical infrastructure systems/programs, such as water treatment or other utilities and telecommunications:

Yes ☐ No ☒

What is involved? _____

(8) Directly enforces health regulations and/or protects public safety: Yes ☐ No ☒

(9) Investigates or audits government/other personnel, programs and activities: Yes ☐ No ☒

What personnel, programs and/or activities are involved? _____

(10) IT position that creates, programs, administers, or protects government information technology systems, databases or infrastructure: Yes ☐ No ☒

(11) Requires credentials: Yes ☐ No ☒

(12) The scope of this position is:

☐ Local

☒ Regional

☐ National

☐ Global

The impact/potential harm this position could cause would be:

☒ Internal to EPA

☐ Government-wide

☐ Beyond the government

(13) Other unique or critical characteristics/duties/requirements not covered above? Yes ☐ No ☒

Explain what they are: _____

Thomas C. Welborn

Name (Please Print)

T C Welborn

Signature

Branch Chief

Title

9/13/10

Date

PSB Use Only

Risk Designations

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information

Name [REDACTED]

Position Number

Title Supervisory Life Scientist

Series/Grade GS-0401-14

Percentage of Time Spent on Extramural Resources Management

☐ This position has no extramural resources management responsibilities.

☒ Total extramural resources management duties occupy less than 25% of time.

☐ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

☐ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature [REDACTED]

Date 9/18/10

Personnel Specialist's Signature

Date

Part 1. Contracts Management Duties

Pre-award:

☐ Plans Procurements

☐ Estimates Costs

☐ Obtains funding commitments

☐ Prepares procurement requests

☐ Writes statements of work

☒ Reviews statements of work

☐ Processes unsolicited proposals

☐ Responds to pre-award inquiries

☐ Participates in pre-award conferences

☒ Conducts technical evaluation of proposals

☐ Participates in debriefing/protests

☐ Other (lists)

☐ Monitors management and performance of delivery orders/work assignments after award

☐ Defines scope of work for work assignments

☐ Approves payment requests of ACH drawdowns

☐ Manages cost-reimbursement contracts

☐ Reviews invoices

☐ Inspects and accepts deliverables

☐ Other (list)

Close-out:

☐ Writes reports on contractor performance, costs, and tasks performed

☐ Reconciles payments with work performance

☐ Closes-out payments

☐ Performs cost accounting

☐ Provides assistance to Contracting Officer in settling claims

☐ Other (list)

Post-award:

☐ Prepares delivery orders

☐ Reviews contractor work plans

☐ Reviews contractor progress reports

☐ Monitors government-furnished property

☐ Monitors cost, management, and overall technical performance of contract after award

Percentage of Time Spent on Contracts Management

1.0 %

Continued

Part 2. Grants/Cooperative Agreements Duties		6	Advises Grants Management Office of potential problems/issues
			Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
Pre-application/Applications:			Approves payments requests or ACH drawdowns
	Prepares solicitation for proposals		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
	Identifies potential grantees for area of program emphasis		Negotiates amendments
	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
	Provides administrative information to applicants		When necessary, recommends termination of the agreement
	Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		Resolves with Grants Management Office administrative and financial issues
	Assists applicant in resolving issues in application		Conducts periodic reviews to ensure compliance with agreement
	For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Other (list)
	Negotiates level of funding		Close-out:
	Conducts site visits to evaluate program capability		Certifies deliverables were satisfactory and timely
X	Serves as resource to Selection Panel		Provides assistance to recipients and Grants Management Office to ensure timely close-out
X	Inform applicants of funding decisions		Reconciles payment with work performed
	Other (list)		Notifies recipient of close-out requirements
Award:			Obtains legal assistance if necessary to resolve incomplete close-out
	Prepares funding package, including Decision Memorandum		If project is audited, responds to issues and ensures recipient complies with audit recommendations
	Obtains concurrences/approvals		Other (list)
X	Reviews/concurs in completed document		Percentage of Time Spent on Grants/Cooperative Agreements Management
	Establishes project file		1.0%
	Other (list)		
Project Management/Administration:			
	Monitors recipient's activities and progress		
	Reviews reports and deliverables and notifies recipient of comments		
	Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties			
Pre-Agreement:			Monitors cost management and overall technical performance
X	Plans and negotiates work effort		Participates in decisions about project modification/termination
	Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
	Obtains funding commitments		Inspects and accepts deliverables
	Prepares commitment notice		Other (list)
X	Writes or reviews scope of work		Close-out:
	Responds to pre-agreement inquiries		Reviews final report
	Participates in pre-agreement conferences		Decides on disbursement of equipment
	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Reconciles payments with work performed
	Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
	Performs technical evaluation of work plan and budget		Certifies deliverables
	Prepares funding package and obtains necessary concurrences		Resolves close-out issues with Grants Management Office/other agency
	Other (list)		Other (list)
Project Management/Administration:			Percentage of Time Spent on Interagency Agreements Management:
	Reviews progress reports/financial reports		1.0%

United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET
1. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position
1. DUTY LOCATION
 Atlanta, GA
2. POSITION NUMBER

a. Official Allocation		b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
4. Supervisor's Recommendation		Supervisory Life Schedule					
5. ORGANIZATIONAL TITLE OF POSITION (if any)				GS	0401	14	
7. ORGANIZATION (Give complete organizational breakdown)		6. NAME OF EMPLOYEE		Exemption 6 Personal Privacy			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		c. Working Section					
b. Region 4		f.					
c. Water Protection Division		h. Employing Office Location					
d. Wetlands, Coastal and Ocean Branch		Atlanta, GA					
8. SUPERVISORY STATUS		i. Organization Code					

- ☐ [12] Supervisor or Manager: Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.
- ☒ [14] Supervisor: Position meets the definition of Supervisor in 5 U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.
- ☐ [19] Management Official: Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11), but does not meet the minimum requirements for application of the Supervisory/Manager or the definition of Supervisor in 5 U.S.C. 7103(a)(10).
- ☐ [6] Lead Position: Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLEEG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.
- ☐ [17] Team Leader: Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLEEG.
- ☐ [18] All Other Positions: Position does not meet any of the above definitions. This is a non-supervisor/managerial position.

9. SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationship and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Thomas Welborn, Chief, Wetlands, Coastal and Ocean Branch
 James D. Clinton, Director, Water Protection Division

b. Signature
 c. Date
 e. Signature
 f. Date

10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

a. Promotion Potential

☐ This position has no promotion potential

☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

- b. FSB Risk Designation
- | | | | | |
|-------------------------------------|---|---|--|-----------------------------------|
| <input type="checkbox"/> 1 Low | <input checked="" type="checkbox"/> Financial Disclosure Form | d. "Identical, Additional" (IA) Allocation: This position | e. FLSA Determination | f. Functional Classification Code |
| <input type="checkbox"/> 2 Moderate | <input type="checkbox"/> OGE-450 Required | <input type="checkbox"/> OGE-278 Required | <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT | |
| <input type="checkbox"/> 3 High | <input type="checkbox"/> High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No financial disclosure forms required | <input type="checkbox"/> may not be IA'd <input type="checkbox"/> is limited to current incumbents | |

g. Check, if applicable:

☐ Background Unit Code

☐ Medical Monitoring Required

☐ Extramural Resources Management Duties (___ % of time)

11. REMARKS
☐ This position is subject to random drug testing (___)

h. Classifier's Signature

j. Date

INSTRUCTIONS

I. ITEMS

- 1) **DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) **POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) **CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) **SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) **ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) **NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) **ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) **SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) **SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) **OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) **REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

Interdisciplinary
Supervisory Life Scientist, GS-0401-14
Supervisory Physical Scientist, GS-1301-14
Supervisory Environmental Engineer, GS-0819-14
Supervisory Financial Analyst, GS-1160-14

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: To serve as a first level supervisor, providing planning, directing, organizing, and exercising control over nonsupervisory employees assigned to the Mining Section.

The organizational location of this position is the Mining Section, Wetlands, Coastal & Oceans Branch, Water Protection Division, Environmental Protection Agency, Region 4, Atlanta, Georgia.

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are to provide supervisory oversight for the administration of the CWA Section 404 Dredge and Fill program with an emphasis on surface mining activities in the Region.

DUTY 1:

37% Critical

Plans, organizes, and directs the activities of the Mining Section, ensuring that the Section complies with legal and regulatory requirements and meets customer needs. Develops goals and objectives that integrate organization and Section objectives. Researches, interprets, analyzes and applies the Sections of the Clean Water Act and guidance that are applicable to the Section. Establishes policies and procedures for accomplishment of all applicable programmatic commitments and goals. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advice, guidance, and direction on a wide range of Dredge and Fill activities and administrative issues. Structures assignments to create effective and economical positions. Coordinates with other organization managers and customers as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor of significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Accepts, amends, or rejects work presented by subordinates. Performs self-inspection and presents detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

DUTY 2:

38% Critical

Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct performance or conduct problems. Effects

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minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees.

25% Critical

DUTY 3:

Represents the Agency with a variety of installation and functional area organizations. Establishes, develops, and maintains effective working relationships with high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups. Meets with key customer and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve problems that arise. Provides or ensures that subordinates provide customer guidance and training. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact organization, installation, command, or agency.

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

1. Knowledge of Dredge and Fill program.
2. Knowledge of the Clean Water Act is beneficial.
2. Knowledge of safety and security regulations, practices, and procedures.
3. Ability to plan, organize, and direct the functions and staff of a small to medium sized organization.
4. Ability to communicate effectively, both orally and in writing.

SUPERVISORY CONTROLS:

The Section Chief exercises supervision to accomplish Section work plans, goals and objectives and regulatory requirements. Incumbent plans work to be accomplished by subordinates and sets and adjusts priorities. Work is assigned to individual staff members or workgroups. The Section Chief reviews final work products and approves them or forwards them on for Branch Chief or Division Director approval if appropriate.

CLASSIFICATION CRITERIA:

Factor 1, Program Scope and Effect

DATE: 5

Level 1-3_

550 Points

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The Incumbent oversees the Section's programs which encompass all of the Southeastern United States (Region 4). The portions of major programs performed within the Section are of a complex, financial nature, significantly impacting the conduct of Branch, Division and Regional Agency business with other state and local governments and municipalities, and segments of the regulated community and the general population within the Region.

Factor 2, Organizational Setting

Level 2-2 250 Points

The employee is accountable to the Wetlands, Coastal and Oceans Branch, a position that is one level below the SES Water Protection Division Director.

Factor 3, Supervisory and Managerial Authority Exercised

Level 3-2c 450 Points

The incumbent plans and schedules work to be accomplished by subordinates, sets and adjusts short-term priorities; assigns work in consideration of employee skills and mission requirements; develops performance standards and rates subordinates' performance; advises employees on work and administrative matters; implements methods and procedures to improve organizational performance; and identifies and provides for employee training and development. The employee also recommends selection of candidates for positions; recommends position structure changes; takes disciplinary actions and hears and resolves formal employee complaints and grievances as delegated by higher level management; and assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work

Factor 4, Personal Contacts**Subfactor 4A- Nature of Contacts**

Level 4A-4 100 Points

Personal contacts include high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups. Such contacts may involve telephone or personal contacts, small group meetings and public meetings or presentations.

Subfactor 4B- Purpose of Contacts

Level 4B-3 100 Points

The purpose of contacts is to justify, defend, inform or negotiate in representing the Section, in obtaining or committing resources, and in gaining compliance with established policies or regulations. Contacts often involve active participation in conferences, meetings, audits or presentations involving problems or issues of considerable consequence or importance to the Section's functions.

Factor 5, Difficulty of Typical Work Directed

Level 5-7 930 Points

The position is responsible for providing direction and supervision over work at the GS-12 which best characterizes the nature of the basic, mission oriented, nonsupervisory work performed in the organization and which constitutes 25 percent or more of the workload (not positions or employees) of the organization.

Factor 6, Other Conditions

Level 6-5 1225 Points

The work supervised or overseen involves clerical, technical, professional, or other support work comparable to GS-12 grade level, that requires identifying and integrating significant internal and external program and policy issues affecting the overall organization, such as those involving technical, analytical, financial, interpretative, judgmental, and evaluative factors.

Special Situations: NONE

Other significant facts pertaining to this position are:

1. Work may occasionally require travel away from the normal duty station.
2. Work requires supervision of field personnel and thus, requires health & safety training.

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARD(S) USED: US OPM PCS for General Schedule Supervisory Guide, TS-123, April 1993, revised in April 1998; and DOD Supplementary Guide to the GSSG, June 1993 (HRCD-7, July 1999).

GS-14 Point Range:

Total Points:

DATE: 5

STANDARD PERSONNEL DOCUMENT

Number:

Grade: PP-GR

CLASSIFICATION REMARKS:

AFPC Free Flow Format

Resume (removed) personal privacy Exemption 6

